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**EXAMINING BOARD OF SOCIAL WORKERS, MARRIAGE AND  
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**THE WISCONSIN EXAMINING BOARD OF  
SOCIAL WORKERS, MARRIAGE AND  
FAMILY THERAPISTS AND PROFESSIONAL  
COUNSELORS**

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**ALERT**

**Renewal of Certification**

Certifications for Social Worker; Advanced Practice Social Worker, independent Social Worker, Independent Clinical Social Worker, Marriage and Family Therapist; and Professional Counselor must be renewed by June 30, 1999. Look for renewal notices in the mail 6 weeks before. Please remember to include your social security number if requested on your renewal form.

**ALERT**

**Continuing Education Requirement for Social Workers**

NOTE: All levels of social workers will be required to complete **30 credit** hours of continuing education for each two-year period beginning July 1, 1999. **Of** the 30 credit hours, 2 credits in Social Work Ethics and 2 credits in issues concerning professional boundaries are required.

Wisconsin law authorizes the Examining Board of Social Workers, Marriage and Family Therapists and Professional Counselors to promulgate rules establishing requirements and procedures for social work certificate holders to complete continuing education programs or courses of study in order to

**ALERT**

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qualify for renewal. Under s. 457.22, Stats., the rules may not require an individual to complete more than 30 hours of continuing education programs or courses of study in order to qualify for certification renewal.

The environment in which social workers' practice is rapidly changing, especially in areas related to welfare reform. The Examining Board of Social Workers, Marriage and Family Therapists and Professional Counselors has concluded that protection of the public health, safety and welfare mandates that the board's authority to require continuing education of social workers be implemented.

In this proposed rule-making order the Examining Board of Social Workers, Marriage and Family Therapists and Professional Counselors creates Chapter SFC 8 relating to continuing education requirements for renewal of social worker certificates. Under ch. SFC 8, social workers, advanced practice social workers, independent social workers and independent clinical social workers are required to complete continuing education in order to renew their certificates on July 1 of every odd-numbered year. Certificate holders are required to complete at least 30 hours of continuing education in each 2-year certification period with at least 2 hours in social work ethics and 2 hours in issues concerning professional boundaries. The Social Worker Section may also require that another 2 hours out of the minimum 30 hours required of continuing education be acquired within other specified topic areas.

The rule describes the subject matter and other criteria for continuing education programs that count towards the continuing education renewal requirement. The rule does not provide for approval of courses, instructors or course sponsors by the Board or Social Worker Section.

If the continuing education requirements are not met, certificate holders must cease and desist from using a social worker title protected under ch. 457, Stats., unless the Social Worker Section grants a postponement or waiver for prolonged illness or disability, or other extreme hardship.

Certificate holders must retain documentary evidence of continuing education hours completed for a minimum period of 4 years.

The rule provides an exemption to the continuing education renewal requirement for certificate holders who received initial social worker certification within the 2-year certification period immediately preceding their first certification renewal date. Persons who have held a similar certificate as social workers in another state and who are applying for social worker certification in Wisconsin are required to have completed 30 hours of continuing education within the 2 years immediately prior to application.

The first renewal date on which certificate holders are required to submit proof of meeting these continuing education requirements is July 1, 2001.

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## TEXT OF RULE

**SFC 8.01 Continuing education required for certification renewal.** On or before July 1 of every odd-numbered year every social worker, advanced practice social worker, independent social worker, and independent clinical social worker certificate holder shall, as part of his or her application for renewal, submit proof of having met the continuing education requirements specified in this chapter on forms provided by the department.

**SFC 8.02 Continuing education requirements for certificate holders.** (1) Unless granted a postponement or waiver under sub. (7), every social worker, advanced practice social worker, independent social worker, and independent clinical social worker certificate holder shall complete at least 30 hours of continuing education in each 2-year certification period which begins on July 1 of each odd-numbered year as specified in s. 457.20 (2), Stats.

(a) The 30 hours of continuing education shall be in courses and programs specified in this chapter.

(b) Of the 30 required hours, at least 4 hours shall be in the subject area of social work ethics. At least 2 of the 4 hours shall be in issues concerning professional boundaries. The section may require that up to 2 continuing education hours in each 2-year certification period be acquired within other specified topic areas.

(c) In this chapter one hour of continuing education is a period of continuing education consisting of not less than 50 minutes.

(2) Continuing education hours shall apply only to the certification period in which the hours are acquired. A certificate holder who applies for renewal after the renewal date specified in s. 457.20 (2), Stats., shall submit proof to the section that he or she completed at least 30 hours of continuing education during the 2 years immediately preceding the date of application for renewal and meet the requirements for late renewal specified in s. 440.08 (3), Stats. Continuing education hours submitted to satisfy this requirement for late renewal shall not be used to satisfy continuing education requirements for a subsequent renewal.

(3) Every certificate holder shall retain original documents showing attendance at programs and completion of self-developed programs for at least 4 years from the time that credit is claimed for the continuing education program under s. SFC 8.01. At the request of the section, certificate holders shall deliver their original documents to the section.

(4) Unless granted a postponement or waiver under sub. (7), a certificate holder who fails to meet continuing education requirements by the renewal deadline shall cease and desist from using a social worker title protected under ch. 457, Stats.

(5) During the time between initial certification and commencement of a full 2-year certification period, a new certificate holder shall not be required to meet continuing education requirements for the first renewal of his or her certification.

(6) Applicants from other states applying under s. 457.15 (1), Stats., shall submit proof of completion of at least 30 hours of continuing education substantially meeting the requirements of this chapter within the 2-year certification period prior to application.

(7) A certificate holder may apply to the section for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness or disability, or on other grounds constituting extreme hardship. The section shall consider each application individually on its merits, and the section may grant a postponement, partial

waiver or total waiver as deemed appropriate in the circumstances.

(8) The section may grant an exemption from the requirements of this chapter to a certificate holder who certifies to the section that he or she has permanently retired and no longer uses a social worker title protected under ch. 457, Stats. in any professional practice.

(9) A certificate holder who has been granted an exemption from the requirements of this chapter based on retirement from the active practice of social work may not return to the active practice of social work without submitting evidence satisfactory to the section that the holder completed at least 30 hours of continuing education during the 2 years immediately preceding the date of application to return to active practice and meets the requirements for late renewal specified in s. 440.08, Stats..

**SFC 8.03 Continuing education programs.** A continuing education program may be used to satisfy the requirements of this chapter if the subject matter of the continuing education program is one or more of the following:

- (1) Social work practice, knowledge and skills
- (2) A field or subject area allied with and relevant to the practice of social work.
- (3) Theories and concepts of human behavior and the social environment.
- (4) Social work research, social policy and program evaluation, or social work practice evaluation.
- (5) Social policy and program administration or management.
- (6) Social work ethics.
- (7) Professional boundaries.
- (8) A subject of current importance as designated by the section.

Note: The following are examples of acceptable programs if the program covers subject matter described in this section: programs provided by public and private agencies as ongoing in-house training and development programs which meet agency mission requirements; programs by

accredited college and university schools of social work: and, programs sponsored or provided by local or national professional social work associations.

**SFC 8.04 Compliance.** The section may conduct audits or investigations to monitor or determine compliance by certificate holders with this chapter.

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### **Training Programs & Approval**

The section does not pre-approve continuing education (CE) programs. The section will accept social work training programs provided by:

- public or private agencies as ongoing in-house training and development programs which meet agency mission requirements;
- programs by accredited college and university schools of social work; and
- programs sponsored or provided by local or national professional social work associations.

Specifically, programs approved by the American Association of State Social Work Boards (AASSWB) will be accepted. You may obtain further information on the AASSWB approval process from the State Services Coordinator at 1-800-225-6880, ext. 3004. Programs which do not meet the above criteria should not be advertised as approved for Wisconsin credit. Programs which do meet one or more of the criteria may use the following or equivalent language in promotional material: "Social work training programs [provided by public or private agencies as ongoing in-house training and development programs which meet agency mission requirements] [by accredited college and university schools of social work] [sponsored or provided by local or national professional social work associations] will be accepted by the State of Wisconsin as continuing education hours."

### **New Caregiver Law-1997 WI Act 27 (Biennial Budget)**

On October 1, 1998, a new Wisconsin law went into effect which requires certain care giving "entities" to conduct checks of the backgrounds of persons who provide care for others or have access to persons receiving care.

Beginning on October 1, 1998, the state of Wisconsin mandated that background checks will be required for all persons who seek to be employed in the caregiving industry and for all persons who want to obtain or renew a license to provide care. By October 1, 1999, all existing employees/contractors and license holders must have fulfilled the caregiver background check requirements.

A completed background check as prescribed under Wisconsin's law includes:

- \* A completed self-disclosure Background Information Disclosure form;
- \* An electronic status check of professional licenses and credentials through the Department of Regulation and Licensing;
- \* An electronic criminal history search from the Wisconsin Department of Justice;
- \* An electronic review of records kept by the Department of Health and Family Services for any substantiated findings of abuse or neglect and license restrictions or denials.

Based on the information obtained, additional research may include an out-of-state criminal history search, a tribal court criminal history search, a check of relevant military records or a check of county or other local records.

Once the background research is complete, employers and government agencies are expected to act according to the requirements of the new law coupled with prudent business practices. These new background checks will be used by the state in making employment and licensing decisions since various studies have shown predictable patterns of abuse, neglect and misappropriation. Therefore, a background which includes specific crimes and offenses will effectively exclude individuals from certain employment or prohibit them from obtaining a license to practice certain professions.

Those who wish to obtain more detailed information regarding the new law may do so through accessing the following web site: "[www.dhfs.state.wi.us](http://www.dhfs.state.wi.us)" and click on "News & Initiatives."

**Disciplines**

MICHAEL J. ROLLER, C.P.C.  
MILWAUKEE WI SURRENDER  
Convicted of contributing to the delinquency of a child. Provided a fraudulent and deceptive answer to the professional counselor application question asking whether he had ever been convicted of a misdemeanor or felony. Surrender of his professional counselor certificate. Shall not apply for any certification for two years. Effective 12/10/98. Secs. 947.15(1)(a) (1969), 125.07(1)(a)1. and 125.07(1)(a)3. (1994), Stats. Case #LS9810012CPC

LOIS DOROTHY GOLDBERG, CPC  
MILWAUKEE WI SURRENDER  
Charged with one count of medical assistant fraud, a misdemeanor. Knowingly made false statements in application for medical assistance payments. Made false representation to the Wisconsin Medicaid program regarding the nature of services provided to recipients, identification of the provider of the services, and stating that services had been rendered when in fact they had not. Entered a no contest plea and convicted of one misdemeanor count. Effective 10/21/98. Sec. 49.49(1)(a)1., Stats. Case #LS9810214CPC

MICHAEL J. ROLLER, C.I.C.S.W.  
MILWAUKEE WI SURRENDER  
On 2/18/69, upon his plea of guilty, convicted of contributing to the delinquency of a child and was placed on two years of probation. Provided a fraudulent and deceptive answer to the social worker application question asking whether he had ever been convicted of a misdemeanor or felony. Effective 12/3/98. Secs. 947.15(1)(a)(1969), 125.07(1)(a)1. and 3. (1994), Stats. SFC 20.02(2)(4). Case #LS9810011SOC

CATHERINE PAMELA KING, CSW  
ROCKFORD IL SURRENDER  
Practiced while impaired as the result of an illness which impaired her ability to appropriately carry out her job functions. Effective 2/10/99. Sec. 457.26(2)(h), Stats. SFC 20.02(22) Case #LS9902102SOC

PENNY L. ADKINS, CSW  
SUPERIOR WI REPRIMAND  
Audit conducted found four federal level B deficiencies relating to the social services department at her place of employment. Effective 2/10/99. Sec. 457.22(2)(h), Stats. SFC 20.02(22) Case #LS9902101SOC

VERONICA SUE HANSEN, C.S.W.  
RIPON WI SURRENDER  
Failed to avoid a dual relationship. Effective 3/23/99. Sec. 457.26(2)(f), Stats. SFC 20.02(13),(23) Case #LS9903231SOC

**Meeting Dates****Social Worker Section**

July 14, 1999  
August 17, 1999  
September 21, 1999  
October 27, 1999  
December 9, 1999

**Professional Counselors Section**

August 26, 1999  
October 19, 1999  
December 14, 1999

**Marriage & Family Therapists Section**

September 22, 1999  
December 8, 1999

**Joint Board**

September 22, 1999  
December 8, 1999

Department of Regulation and Licensing  
Examining Board of Social Workers.  
Marriage and Family Therapists and  
Professional Counselors  
P.O. Box 8935  
Madison, WI 53708-8935

## REGULATORY DIGEST

Bulk Rate  
U.S. Postage  
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Madison, WI  
Permit No. 1369

RETURN SERVICE REQUESTED

### Telephones

Automated Phone System for Chiropractic,  
Acupuncture, Music, Art & Dance Therapy,  
Massage Therapy and Bodyworkers, Massage  
Therapists, Marriage & Family Therapists,  
Nursing, Optometry, Professional Counselors,  
Psychology, & Social Workers: **(608) 266-0145**

Press 1, then 4 Application Requests for License &  
Continuing Education

Press 2 Information on Status of Pending  
Applications

Press 3 Information on Renewal, Verifi-  
cations, Letters of Good Standing  
& Name or Address Changes.

Press 4 Complaint Filing Information

Press 5 Application Questions

Press 6 Repeat Menu Choices

**FAX: (608) 261-7083**

### Quick Keys

The following are voice mail "short cuts":

To request a license application for your profession,  
just dial (608) 266-0145, then enter the Quick Keys  
number below for the profession you want:

General Information	1-3
Social Work Bachelor's	1-3-1
Social Work Training Certificate	1-3-2
Professional Counselor	1-7
Marriage Family Therapist	1-8

### Verifications

All requests for verification of license status must be in  
writing. There is no charge for this service. Requests  
should be sent to the Department address or may be  
faxed to (608) 261-7083, Attention Verifications.

### Endorsements

Requests for endorsements to other states must be in  
writing. The cost is \$10. Please make check or money  
order payable to the Department of Regulation and  
Licensing.

Visit the Department's Web Site

<http://badger.state.wi.us/agencies/drl/>

Send comments to [dorl@mail.state.wi.us](mailto:dorl@mail.state.wi.us)

### Exam Date

11/12/99 (MFT)

### Application Deadline

9/13/99

### Change of Name or Address?

Please photocopy the mailing label of this digest, make  
changes in name or address, and return it to the  
Department. Confirmation of changes are not  
automatically provided.

**~~WIS. STATS. S. 440.11~~ ALLOW\$ FOR A \$50  
PENALTY TO BE IMPOSED WHEN CHANGES  
ARE NOT REPORTED WITHIN 30 DAYS.**

### Wisconsin Statutes and Code

Copies of the Wisconsin Statutes and Administrative  
Code for Social Workers, Marriage and Family  
Therapists and Professional Counselors can be ordered  
through the Board Office. Include your name, address,  
county and a check payable to the Department of  
Regulation and Licensing in the amount of \$5.28. The  
most current publication date is June, 1999.

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